Title of work: Training on Project Cycle Management (PCM)

Proposals Due: 18 October, 2023 (on or before 11.59 PM)

Handicap International - Humanity & Inclusion
House- 3A, Road- 36, Gulshan- 2, Dhaka-1212
Tel: (+88 02) 222284794, 222292188
Web: www.hi.org
Introduction

Handicap International - Humanity & Inclusion (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI promotes an inclusive approach by focusing on access to services “for all” whenever possible rather than developing specific actions for vulnerable groups including people with disabilities and the aim is to improving the capacity of vulnerable population including people with disabilities to meet their basic needs and to exercise their fundamental rights. HI started its operation in Bangladesh in 1997. HI Bangladesh currently runs programs with activities focused on rehabilitation, health, promoting disability rights, disaster risk reduction, economic development and/or livelihood and poverty reduction in both Rohingya Refugees and Bangladeshis.

In a bid to achieve its mission, HI is committed to promoting an environment of training, learning, and continuous professional development (CPD) for all employees to ensure that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and competent to carry out their roles, and to develop their talents in any ways that fit with the organization’s development to meet its strategic objectives. In line with this mandate, HI is looking for a competent firm or individual to provide training services for the HI Staff staffs in Project Cycle Management.

Objectives of the Training

- To enhance understanding and skills of HI staff on all phases of Project Cycle Management (PCM) including know-how on project planning, selecting & designing of effective programmes/activities, implementation, phase out of a project; application of the monitoring system through observing the Result-Based Management approach and applying the Logical Framework
- To enhance understanding and skills of HI staff on project budget development and budget management
- To share best practices and learning on effective PCM and budget development / management demonstrating higher standard of accountability towards both donors and beneficiaries
- To enhance understanding of HI staff on the importance of internal external coordination as well as sustainability of project efforts.
Broad areas to Cover:

- The concept of project for HI/ Project Design
- HI Project Cycle Management
- The Project Quality Policy (PQP)
- Roles & Responsibilities of a Project Manager at HI
- The Project Management Toolbox
- Detailed planning and implementation of project activities/interventions
- The project completion: evaluation & capitalization/ Learning
- Project resource planning, budget and budget monitoring.
- Project monitoring and evaluation Management.
- Project Reporting (internal and external)

Expected Outputs from Training provider

The individual/ firm should be able to provide the following:

- Manage and control programme /project fund.
- Write quality proposals to solicit fund from international donors.
- Develop a logical framework matrix that will help define managers objectives.
- Monitor and evaluate programme/project.
- Increase the impact of strategic planning efforts.
- Manage risks in programme/project.

Profile of the training participants:

Recently joined Project Managers (including Talent Pool), Team Managers (including Talent pool) Sr MEAL Officers around 25 participants (+-).

Training Timeline and expected duration:

- Final training module should be shared with HI at least 5 days before the training if selected for the consultancy.
- The assignment should be completed by 20th November 2023.
- 5 days of face-to-face training sessions.
- Some report writing and other admin tasks can be added as per the need in the workplace.
Timeline and training duration

November 12-16, 2023

HI has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of HI. Bidders will propose in house extensive training plan as per the need, but the training schedule is not less than of 5 days intensive training, at least 6 hours per day with 3 times break for lunch and snacks.

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>ToR issued</td>
<td>October 03, 2023</td>
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<tr>
<td>Deadline for queries</td>
<td>October 10, 2023</td>
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<tr>
<td>Last date of submission</td>
<td>October 18, 2023</td>
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<td>Evaluation of proposals including interview</td>
<td>October 30, 2023</td>
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<tr>
<td>Notice of Intent to Award (estimate only)</td>
<td>November 2, 2023</td>
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<td>Training Period</td>
<td>November 12-16, 2023</td>
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Training Mode

Physically presence at the venue, through-

- Lecture
- Presentation and discussion
- Hands on exercise/ Role play
- Group work
- Assessment (Pre & Post)
- Question and answer

Location

Cox’s Bazar

Responsibility of cost

- Venue, Food, accommodation, and transport will be under responsibility of HI for HI participants.
- For facilitator/consultant/consultancy firm the fees/remuneration, cost of accommodation, travel/transport, or any other logistics arrangement must be carried out by own. Only food at the training venue during the session will be provided by HI.
Training material:
- The training materials, modules and handouts must be printed and soft copy to be shared to the participants.
- The materials development and delivery to the participants must be set of each individual and cost will be under consultant responsibility.
- HI management will review the materials (Brief presentation of the training module including agenda) after first sorting the list of selection through the procurement process.

Required Qualifications for individuals/ firm.
The consultant should have:
- Extensive experience in providing training on Project Cycle Management Training
- In depth understanding of project cycle management, Logical Framework Analysis, monitoring and evaluation framework, project proposal, reporting and communication strategies/ tools.
- Should have min 5 years’ experience training design and organization.
- Experience of conducting PCM training for disability focused organizations will get preference.
- Master’s degree in any subject and High level of training on PCM received.
- Should have company profile with CV of key person of company.
- Work Experiences in the similar field and relevant work at least with 3 major INGO.
- Proven experience in conducting similar training in for non-governmental organization employees.
- Share a sample of materials from last experience.
- Excellent proficiency in English, oral and written.
- Good facilitation skill and able to accommodate different views of participants, understanding and experience.

Eligibility Requirements
- Interested Individuals/ Firm must submit their profile(s).
- Firm/ organization must submit the documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration, last years’ tax clearance certificate and Bank Account Information).
- Technical proposal (maximum 10 pages) including the proposed methodologies and proposed schedule.
- Financial Proposal (all included) VAT & AIT as per Bangladesh Government applicable rules, field visits, and any other logistical cost (Training materials/module printing and any other relevant cost) in BDT.
Selection Criteria
The purchase committee of HI will select the most favorable trainer considering the below criteria:

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<tr>
<th>Criterion</th>
<th>Maximum Number of Points</th>
<th>Number</th>
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<tr>
<td>Previous/recent training experience in NGO/INGOs in the same field</td>
<td>20 Points</td>
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<td>Sample of previous Training Module</td>
<td>10 Points</td>
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<td>Financial proposal</td>
<td>20 Points</td>
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<td>Detail Technical Proposal &amp; Quality of work plan submitted</td>
<td>30 Points</td>
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<tr>
<td>Team Leader Qualification and Team Composition (Background, Profile etc. and can be remarked during interview)</td>
<td>20 Points</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100 Points</strong></td>
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Interviews
HI will conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interviews may be conducted in person or online. If conducted in person, interviews will likely be held at HI Country office. HI will not reimburse Proposers for any costs incurred in traveling to or from the interview location. HI will notify eligible Proposers regarding interview arrangements. A technical committee consisting of Country MEAL Manager, Technical Unit Manager and one member from the project team will conduct the interview.

Cancellation of Solicitation
HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:
- The Bids received do not reflect effective competition.
- The cost is not reasonable.
- The cost exceeds the amount expected; or
- Awarding the contract is not in the best interest of HI.

Terms of Payment
- HI shall not accept any advance payment against this work.
- Payment will be made through Bank Transfer or AC Payee Cheque in favor of individual/ firm according to the given Bank Details within 15 (fifteen) working days after deducting government applicable VAT & TAX, after successfully completion of the work along with the submission of Invoice and all other relevant documents.
**Submissions of Proposals**

**Online Bid Submission:**
Interested and qualified individual trainers or firms are requested to submit Technical and Financial Proposals by e-mail to: logistics@bangladesh.hi.org mentioning the subject “Proposal for Project Cycle Management (PCM) Training - Ref: PSR BGD-2023-DHAK-0189” on or before October 18, 2023 (11:59 PM).

*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails, mentioning chronological order.

Or,

**Physical Bid Submission addresses:**
Proposals to be submitted to Handicap International Dhaka office: House 3/A, Road 36, Gulshan-2, Dhaka-1212. The envelope should clearly indicate the Invitation to tender reference as per below: “Proposal for Project Cycle Management (PCM) Training - Ref: PSR BGD-2023-DHAK-0189”

*All documentation submitted should be done in their own clearly labelled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.